

PJ Name: _____

Subrecipient Name (if applicable): _____

Reviewer: _____ Date: _____

QUESTIONS	ANSWER		NOTES
	Y	N	
A. PROGRAM POLICIES AND PROCEDURES			
1. Is the program administered in a manner consistent with the Consolidated Plan? a. If not, did the PJ receive approval to modify the program's design?			
2. Is there an adequate written program description for the program?			
3. Are there adequate procedures for making the program description available to the public?			
B. OUTREACH			
4. Is there an acceptable outreach and marketing plan?			
5. Is the outreach plan being implemented?			
C. PARTICIPANT SELECTION			
6. Are there procedures to ensure that all applicants get fair consideration for assistance?			
7. Are adequate application forms used?			
8. Based on a review of case files, has there been proper determination and documentation of the eligibility of program participants?			
9. Do 90 percent of all program participants have incomes at or below 60 percent of area median income?			
10. Are there adequate procedures for determining and documenting participant eligibility? a. Is the correct definition of annual income used? b. Do files contain the appropriate documentation to verify each household's income eligibility?			
11. Are there established selection criteria?			
12. Are the local preferences structured in a non-discriminatory way?			
13. Do tenant selection criteria assign weights consistently to any preferences (if applicable)?			
14. Is there a clearly established method of determining which households should receive offers and in what order?			
15. Is the offer date consistently documented in applicant files?			

QUESTIONS	ANSWER		NOTES
	Y	N	
16. Do case files contain the following required documents: a. Program contract? b. Lease? c. Total tenant payment? d. Annual income recertification? e. Documentation of termination (if applicable)?			
17. Do case files document unit compliance with local codes and standards and Section 8 HQS: a. At initial occupancy? b. At annual reinspection? c. After any code related complaint?			
18. Do case files document that units meet the following qualifications: a. Unit is located within the proper jurisdiction or approved program area? b. Unit is not an owner-occupied co-operative unit?			
19. Based on a review of case files, are rents for participating units reasonable compared to similar unassisted units?			
20. Is there a system for ensuring that rents are reasonable by comparing them to similar units?			
21. Does a spot-check of comparable units indicate that the units are actually of comparable quality?			
22. Are there clear policies for determining appropriate unit size, and do case files show that these policies have been applied consistently?			
E. SUBSIDY ADMINISTRATION AND FILE DOCUMENTS			
23. Does the program's payment standard fall between the minimum and maximum allowed under the HOME Program, and is there adequate documentation of the payment standard?			
24. Do case files show that annual rent adjustments are consistent with a proper rent reasonableness determination?			
25. Do case files include notices informing the tenant and the owner of changes in the program and tenant's share of the rent?			
26. Are exception payment standards used properly?			

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	Y	N	
27. Do case files show that proper utility allowances (either PHA allowances or proper local estimates) were used when determining contract rents?			
28. Is there a current utility allowance schedule?			
29. Is there a consistent policy for applying updated utility allowances?			
30. Do case files indicate proper calculation of the Total Tenant Payment (TTP) and any utility reimbursement?			